

635010/01/01

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: **RECREATION LEADER**

DEFINITION

Under general supervision, directs, supervises, organizes, and conducts recreation activities for various age groups as assigned; performs general facility inspections and maintenance to recreation facilities as assigned.

DISTINGUISHING CHARACTERISTICS

Positions in this class perform responsible recreation activity supervision involving planning and conducting activities in program areas such as sports, arts and crafts, dance, outdoor education, special events or other activities related to assignment. Work involves organizing and directing recreation programs within established schedules, standards and policies, as well as using independent judgment in dealing with program or customer service problems.

REPORTS TO: Recreation Services Coordinator, or a Recreation Program Assistant.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Recreation Services Coordinator, or Recreation Program Assistant.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Participate in program planning, attend staff meetings, review current programs and make recommendations to immediate supervisor.
- Plan, organize and supervise group activities and programs.
- Assist in conducting after-school programs, special events, or youth sports as assigned.
- Assign and supervise recreation aides in leading and participating in programs and activities.
- Monitor volunteers to ensure they are meeting city and department requirements as assigned.
- Develop participant and spectator interest, enthusiasm and participation.
- Prepare and maintain complete and accurate records and reports of programs and activities.
- Assist in the set-up of rooms for activities or rentals.
- Supervise and conduct facility rentals to ensure applicant complies with city and department policies and procedures.
- Assist an inquiring customer about programs/services offered, by familiarizing with the department flyers and publications so accurate information is shared.

QUALIFICATIONS

Knowledge of:

- Principles, rules, and practices of organizing, planning, and conducting recreation programs.

- First Aide and CPR methods necessary in taking safety precautions.
- Record keeping and reporting procedures.
- Chaperoning, participating on excursions, dances and parties.

Ability to:

- Communicate in writing and verbally so that employee is understood.
- Work a flexible schedule.
- Speak publicly to program participants.
- Adhere to work schedule and deadlines.
- Perform recreation aide responsibilities.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grade.

Experience: Six months full-time experience as a group activity worker or 1,040 hours as a Recreation Aide in the City of Riverside.

Range

Progression: **Step "1"** – Entry Level.

Step "2" – Completion of 520 hours as a Recreation Leader.

Step "3" – Completion of 1,040 hours as a Recreation Leader.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Recreation Leader

TO: Recreation Program Assistant